

STANDING RULES

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CCSS STANDING RULES

POLICY STATEMENT

Adopted on September 16, 2000

The business of CCSS supersedes the interests of individual members and must be conducted in a manner beyond reproach. Therefore, CCSS employee(s), officers, members of the Board of Directors, and members of CCSS committees who find themselves in financial or personal conflict of interest in CCSS decisions shall (1) declare their interest in the decision and (2) recuse themselves from discussion, voting, or other action on that issue.

GUIDELINES FOR SPECIAL PROJECTS

The Project:

- 1) may be undertaken with other organizations.
- 2) may be an endorsement by CCSS.
- 3) may involve outside funding.
- 4) may involve CCSS grant writing itself.

General Guidelines:

- 1) must further social studies education.
- 2) must support CCSS goals directly.
- 3) should provide visibility to CCSS, serve CCSS members, and the profession.
- 4) should avoid indoctrination of values, though it may involve value laden content. It must provide opportunities for free examination of value dilemmas underlying social issues.
- 5) The nature of the relationship must be in writing.

Specific Guidelines:

- 1) A project with a published product undertaken with others must include a statement "developed or sponsored by CCSS with funding from..."
- 2) CCSS will recommend field testing of project materials and will indicate the advisors to and or field test advisors of the project.
- 3) Project must be based upon sound scholarship, analysis, and be pedagogically sound.
- 4) Affiliated Councils may endorse a product or special project. However, such endorsements in NO WAY imply the endorsement or support of the CCSS. Furthermore, neither the CCSS nor affiliated councils may endorse individual political candidates.

Procedures for Approval:

- 1) Staff or CCSS member will gather information, prepare a cover sheet and provide any relevant information. If guidelines are met, the President will

recommend it to the Executive Committee, who will make a recommendation to the Board of Directors.

- 2) If any organization asks for a letter of support from CCSS, the staff should confer with the President and the Executive Committee and if a letter is appropriate, it should be sent with the President's signature.
- 3) The Board of Directors must approved, endorsed or sponsored projects.
- 4) Special projects resulting in publication should be submitted to the Review Editorial Board for review and recommendation.
- 5) If the Special Project entails hiring staff, the Executive Committee shall make recommendations and maintain control over the project staff.

APPOINTMENT AND RESPONSIBILITIES OF CCSS REPRESENTATIVES TO STATE POLICY BOARDS

Adopted on May 14, 1994

Appointment: Representatives to a state policy board shall be appointed upon recommendation of the Executive Committee and approval by the Board of Directors.

Responsibilities: The CCSS representative is responsible for

- 1) representing CCSS and its established policy on the state policy board.
- 2) submitting in writing a written summary report of each state policy board meeting to the President.
- 3) attending the CCSS Board of Directors meeting.
- 4) provide a quarterly written report for the Board of Directors meeting.

Compensation: Travel expenses shall be reimbursed for attendance at the Board of Directors meetings as established by the CCSS budget.

SUPPORT OF POLITICAL CANDIDATES AND INITIATIVES AND REFERENDUMS

Adopted on May 14, 1994

- 1) CCSS and its Affiliate Councils SHALL NOT endorse any person for a political office.
- 2) CCSS may, upon approval of the Board of Directors, take a stand in support of or opposition to initiatives and referendums which affect education. Such initiatives and referendums SHALL BE related to such areas as: assessment, curriculum, curriculum materials, frameworks, teacher credentialing, and changes in California Constitution or laws which affect the aforementioned.
- 3) CCSS positions of support or non-support shall require recommendation of the Executive Committee and approval of the Board of Directors.

GUIDELINES FOR MEMBERSHIP LEVELS AND DUES STRUCTURE

Adopted on May 14, 1994

- 1) The dues established shall reflect a minimum amount to be charged and retained as local dues.
- 2) The membership and dues levels for CCSS shall be Regular member, Student member, and Retired Member.

GUIDELINES FOR TRANSMITTING DUES AND MEMBERSHIP INFORMATION

- 1) The Executive Secretary will email the reaffiliation packet each year to the Presidents of the affiliations.
- 2) The local chapters will submit the reaffiliation packets to the Executive Secretary.
- 3) The Executive Secretary will accept the packet. If there is a question she will turn over the packet to the Executive Council.
- 4) The Executive Secretary will then release the funds to the affiliated councils and provided current membership lists.
- 5) The membership list will be emailed to the president of the affiliated councils quarterly.

SPOKESPERSONS FOR THE CCSS

Adopted September 15, 1990on

In the absence of the opportunity to request authority to speak as an official representative of CCSS from the CCSS Board of Directors or Executive Committee, authority to speak as an official representative of the California Council for the Social Studies is granted by the President in concurrence with either the President- Elect or Past President.

JOB RESPONSIBILITIES OF ELECTED OFFICERS

Adopted on September 13, 2003 Amended on September 12, 2004

The president shall

- 1) plan for and chair the meetings of the Board of Directors
- 2) plan for and chair the meetings of the Executive Committee
- 3) work with the president-elect and the immediate past president to identify issues and make recommendations to the Executive Committee and the Board of Directors for the Council
- 4) give general supervision of the CCSS staff
- 5) be the primary spokesperson for CCSS
- 6) work closely with the CCSS advocacy efforts
- 7) make, in an emergency situation and with the president-elect and the immediate past president, tactical political decisions for the Council consistent with adopted Council positions

The president-elect shall

- 1) coordinate and provide logistical support for standing committees, task forces, and special committees
- 2) assist the president in the overall direction of the Council
- 3) make, in an emergency situation and with the president and the immediate past president, tactical political decisions for the Council consistent with adopted Council position

The first vice president shall

- 1) serve as co-chair of the Conference Implementation Committee for

- 2) the current CCSS Annual Conference
give direction to committees or task forces as assigned by the Executive Committee

Area vice presidents (three; one each in Northern, Central, and Southern areas)

- 1) The area vice president for the area in which the CCSS Annual Conference is to be held during the following term of office shall chair the Conference Planning Committee.
- 2) The area vice president for the area in which the CCSS Annual Conference is being held during the current term of office shall co-chair, with the first vice president, the Conference Implementation Committee.
- 3) The area vice president not involved in planning or implementing a conference shall give direction to committees or task forces as assigned by the Executive Committee.
- 4) All area vice presidents shall maintain contact and liaison with local council affiliates in their areas.

The immediate past president shall

- 1) chair the CCSS Nominations Committee
- 2) chair the CCSS Financial Advisory Committee
- 3) coordinate the evaluations procedure for CCSS employees,
- 4) make in an emergency situation and with the president-elect and president, tactical political decisions for the Council consistent with adopted Council positions.

The sixteen regional directors shall

- 1) perform all corporate duties incumbent on members of the Board of Directors
- 2) chair or sit on one or more standing committees, task forces, and special committees as assigned, reporting to the president-elect.

GUIDELINES FOR ELECTIONS

- 1) The regional divisions of CCSS shall be as follows:
Northern Region shall be comprised of the following local councils: Northwest Coast, North State, Sacramento, East Bay, Marin, Redwood Empire, San Mateo, San Francisco
Central Region shall be comprised of the following local councils: Golden Valley, San Joaquin Valley, Santa Clara, Kern, Central Coast
Southern Region shall be comprised of the following local councils: Baldy Vista, Inland Empire, Greater San Diego, SCSSA
- 2) The office of first vice president shall be from a different region than the current president elect, and shall be elected by ballot of all CCSS members.
- 3) The president and the president elect shall be from different regions, unless the president elect assumes the office of president due to a vacancy in the office, and shall be elected by ballot of all CCSS members.
- 4) The three regional (area) vice presidents shall be elected by ballot of CCSS members in their region.

GUIDELINES FOR CONFLICT OF INTEREST FOR CCSS BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, COMMITTEE MEMBERS, EMPLOYEE(S), AND SPECIAL APPOINTMENTS

CCSS officers shall not accept long-term ongoing compensation from CCSS during their terms of office.

GUIDELINES FOR SUPERVISING AND EVALUATING CONTRACTED EMPLOYEES

- 1) Contract employees are salaried staff members and independent contractors who are employed year around.
- 2) The duties of contracted employees are described in job descriptions drawn up by the Executive Committee and approved by the Board of Directors. They work under the terms of written contracts which may be for one or more years.
- 3) The contract for each contract employee shall be prepared by May of each year, or an addendum shall be prepared if the contract is multi-year and continued; a job description shall accompany the contract.
- 4) The President shall be responsible for the drafting of each contract and/or addendum, and these shall be approved by the Executive Committee and ratified by the Board of Directors.
- 5) Each contract employee and the President shall mutually agree upon a set of goals and/or objectives for the employee for the year, no later than September 30.
- 6) Each such contract shall be placed in the CCSS governance records, and a copy of the job description and goals and/or objectives shall be provided to the Employee Evaluation Committee for their use.

GUIDELINES FOR THE AUTHORITY TO SIGN CONTRACTS FOR CCSS

The CCSS Executive Secretary shall be the sole person authorized to make a contractual agreement involving CCSS, acting at the direction of the Executive Committee or the Board of Directors. In the event of the incapacity of the Executive Secretary, the President shall assume this responsibility.

GUIDELINES FOR THE AUTHORITY TO SIGN CCSS CHECKS

- 1) The Executive Secretary shall have the sole possession of the checkbook and be the only person to sign check and make deposits of funds provided she/he is available to do so.
- 2) The Executive Secretary, President and Past President shall have signatures on the bank's signature card(s).
- 3) Upon the Executive Secretary being declared incapacitated or unable to perform this responsibility in a timely manner, the President shall assume such responsibility, keeping careful records of all financial transactions.

PARTICIPANTS IN SUMMER INSTITUTE

- 1) CCSS summer institutes, workshops, etc. shall be planned and scheduled as needed, rather than as an annual event.
- 2) The Executive Committee shall determine the need, content, audience, and responsibility for said event.
- 3) The final approval of the goals of such an event shall be given by the Board of Directors.
- 4) The Executive Committee shall be responsible for the selection of participants for special summer events.

CCSS CONFERENCE PROGRAM PLANNING GUIDE

- 1) A CCSS *Conference Program Planning Guide* shall be created and maintained which outlines the major tasks and responsibilities for the planning and arrangements for the annual CCSS conference
- 2) The provisions of the *Conference Guide* shall be binding upon the Conference Chair and the Planning Committee.
- 3) The Executive Secretary shall maintain the *Conference Guide*, solicit suggestions and recommend needed changes to the Executive Committee annually.
- 4) The Executive Committee shall approve changes in the *Conference Guide* annually at the winter meeting one year prior to the conference at which it will be effective.
- 5) The Executive Committee or Board of Directors reserves the right to wave provisions when appropriate or necessary.

RESPONSIBILITIES OF STANDING COMMITTEES

Curriculum and Instruction Committee

- 1) Advise the Board of Directors of significant developments in curriculum and instruction that may require a response from the Council
- 2) Advise the Board of Directors of possible strategies to promote the implementation of high quality social studies education in the schools of California.
- 3) Encourage and promote participation of CCSS members who could serve on state bodies developing standards, frameworks, and other documents and programs involving social studies.
- 4) Encourage and promote participation of CCSS members who could serve on state bodies as evaluators of state documents and programs in social studies.
- 5) Act as a clearinghouse to provide California educators with information, resources and support for implementing California History Social-Studies standards based instruction using the California History Social-Studies framework as the guiding document.

Diversity and Social Justice Committee

- 1) Keep issues of diversity and social justice alive in the classroom, the school community,
- 2) Provide resources and best practices to help educators integrate diversity and social justice issues into the classroom and the school.

- 3) Plan and implement the History Day in California award for Diversity and Social Justice,
- 4) Ensure that diversity and social justice issues are represented at the annual CCSS conference.

Governmental Relations Committee

- 1) Develop strategies and procedures for recommendation to the Board of Directors to influence public policy, promote social studies and enhance civic education.
- 2) Monitor the role of Legislative Analyst, work with the Board of Directors to advise and assist the person carrying out these responsibilities.
- 3) Establish, enhance, maintain and support a method to disseminate legislative information to the CCSS membership.
- 4) Co-ordinate the governmental Relations Breakfast during the annual conference.
- 5) In collaboration with the local CCSS affiliates in the region of the annual conference, select a recipient for the civic action award recognizing actions by a leader that positively impacts social studies education.

Membership and Outreach Committee

- 1) Review membership procedures for CCSS
- 2) Design and implement strategies for the recruitment and retention of members.
- 3) Monitor membership trends and local council membership.
- 4) Promote communications with other social studies organizations in the state.
- 5) Potential and current members will be informed of the benefits and privileges that membership in CCSS has to offer to professionals in the field of social studies education.
- 6) Coordinate and/or collaborate with local council leadership and/or other CCSS subcommittees to support efforts to increase membership and outreach.

Professional Standards and Awards Committee

- 1) Advise the Board of Directors of significant developments in the preparation and working conditions of social studies teacher, which may require a response from the Council.
- 2) Advise the board of Directors of possible strategies to enhance the recruitment and training of outstanding social studies teachers in California.
- 3) Identify and disseminate research pertinent to improving social studies education.
- 4) Administer the CCSS Awards program in conformity to NCSS and to the process and conditions listed in the Standing Rules.
- 5) Make recommendations to the Board of Directors for the improvement of the Awards program.

Publication and Technology Committee

- 1) Delineate the types of information provided by each of the CCSS publications including the quarterly newsletter, Sunburst; the semiannual professional journal, Social Studies Review and the CCSS website.
- 2) Plan and organize the production and distribution of occasional publications.
- 3) Advise, assist and oversee the work of the editors of each CCSS publications.
- 4) Develop and coordinate publication policies and profiles
- 5) Evaluate the effectiveness of publications within CCSS membership.
- 6) Participate in the development of job descriptions, expectations, and responsibilities, and in the hiring of new publication editors.

CCSS AWARDS AT THE ANNUAL HISTORY DAY

- 1) CCSS shall award a certificate and cash award of \$100 to the selected winner in the California State History Day high school exhibits category and the middle school exhibits category which best represents diversity and social justice issues.
- 2) CCSS shall award a complimentary one year membership or renewal to the teacher of the student(s) who have been selected as the California History Day winners of each division in each classification of the completion.

CCSS AWARDS FOR OUTANDING TEACHER AND SERVICE

- 1) All applications to be considered for Outstanding Elementary, Middle School , High School and Higher Education Teachers of the Year, must be read by a minimum of 3 current CCSS members to include the following:
 - a. One current Board of Director
 - b. A CCSS member at large
 - c. A former award winner, preferably from the previous year when possible
 - d. All readers should have current or previous teaching experience at the grade level they are reading
- 2) All applications to be considered for the Ruth Delzell, Diane L Brooks, Carol Marquis, Roy Erickson or Hilda Taba must be read by a minimum of 3 current CCSS members to include the following:
 - a. One current Board of Director
 - b. A CCSS member at large
 - c. A former award winner of one of the service awards

DEFINING THE FISCAL YEAR FOR BUDGET AND ACCOUNTING PURPOSE

Adopted September 16, 2000

Effective in 2002, the fiscal year for CCSS shall be from July 1 through the following June 30.

RULES

Adopted by the Board of Directors, May 19, 1990

Amended by the Board of Directors, January 9, 1993

Amended by the Board of Directors, September 16, 2000

Amended by the Board of Directors, January 12, 2002

Amended by the Board of Directors, September 15, 2002

Amended by the Board of Directors, September 13, 2003

Amended by the Board of Directors, September 11, 2004

Amended by the Board of Directors, January 8, 2011